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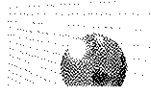
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2001 UNOPA Employee Emergency Loan Fund Letter

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Carol A Nau

09/07/2001 03:35 PM

To: Carol C Bom/landsrv/UNL/UNEHR@University of Nebraska
cc:
Subject: ELF

Carol - take a look at this and see what you think. If you have questions or need clarification about the information or want additional information please let me know. Please feel free to edit to fit your space or delete any information that is not applicable to your project.

Thanks.

Carol

EMPLOYEE EMERGENCY LOAN FUND

The Employee Emergency Loan Fund (ELF), administered by the Employee Assistance Program, is designed to assist non-probationary, regular employees in financial crisis who have no other means of obtaining financial assistance in an emergency. The ELF was established and funded by UNL employees and employee groups. No state or other UNL moneys are used by this fund.

The EAP staff screen all ELF applications to determine that all qualifications for the loan are met. The application is then taken to the ELF Committee for approval or denial of the loan.

The ELF Committee consists of 15 employees representing UNOPA, UAAD, Academic Senate and service areas of the University. Three members of the committee are involved in a conference call with an EAP staff member for each loan application. EAP staff provides the committee members with information anonymously regarding the request. These committee members determine whether the loan should be approved or denied.

Committee members serve a three-year term and can be reappointed. In addition to the conference calls, the committee meets annually to review ELF activities and procedures. EAP staff provides an orientation each year for new committee members.

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